

DEPARTMENT OF HIGHWAY SAFETY & MOTOR VEHICLES  
SOLICITATION BRIEF

ITB  / ITN  / RFP  # : \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

Description: \_\_\_\_\_

Commodity Code: \_\_\_\_\_ Number of Addenda as of Award Date: \_\_\_\_\_

Due Date & Time: \_\_\_\_\_ Award Date: \_\_\_\_\_

Contract Manager: \_\_\_\_\_  
Name Phone

Original Term: \_\_\_\_\_ Renewal Term: \_\_\_\_\_

Proposal Bond:  Required / Amount \$ \_\_\_\_\_  Not Required  Returned

Performance Bond:  Required / Amount \$ \_\_\_\_\_  Not Required

\*\*\*\*\*

CONTRACTOR INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Contract Manager / Contact: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_